Index

ARTICLES

Basic Needs of Industrial Workers — Herbert Moore — 344
Building a Training Program — Lawrence G. Lindahl — 417
Clinical Interview, The — J. H. McQuaig — 377
Collective Bargaining in Bituminous Coal — Waldo E. Fisher — 367
College Courses for Personnel Work—Union and Management Preferences — Philip H. Kreidt & Harold Stone — 247
Communication and Training—The Tools of Supervisory Development — W. J. Eisenberg & C. G. Donerly — 87
Company Library, The — Martha E. Schaaf — 110
Craft Workers in the Vertical Unions — Randle E. Dahl — 294
Detroit Case Study in the Group-Talking Technique, A — Kurt Anderson — 93
Discipline—The Staff Likes It — Harry Goett — 64
Discipline—A Supervisor's Confession of Failure? — Roy Walls — 142
Does A Small Plant Need A Personnel Program? — Paul W. Kayser — 22
Effective Use of Discipline — F. C. Smith — 258
Employee Communication — Harold F. North — 287
Field Review Method of Employee Evaluation and Internal Placement, The — Guy W. Wadsworth, Jr. — 47, 99, 135, 183, 227, 263
Foreman as a Part of Management, The — F. F. Harroff — 327
Industrial Counseling — Halsey E. Ramsen — 304
Job Evaluation by Divisional Committees — Dorothy Timm — 176
Joint Union-Management Job Evaluation — D. C. Wilson & G. T. Sichelsteil — 420
Know Your Labor Contract — Robert C. Rogers — 171
Labor Organization—Management's Fault? — F. C. Smith — 127
Labor Relations Information Needed — Wade Shurtleff & Bernard Meyer — 180
Management and Job Evaluation — Leonard Cohen — 55
Management Positions Can Be Evaluated Successfully — Earle F. Gill — 407
Management Through Consultative Supervision — Eric A. Nicol — 207
Merit Rating—A Restatement of Principles — Irving Weinstock — 223
Office Manners—The Gals Talk Back — Esther R. Becker — 218
Personnel Services That Serve — Gladys D. Meyer — 191
Personnel Program Which Failed, A — Anonymous — 414
Professional Associations in Manpower Management — Dale Yoder — 43
Psychological Services for an Industrial Community — Leo F. Smith & Laurence Lipsett — 130
Qualities Essential for Supervisors — Wm. J. Eisenberg — 251
Reducing Accidents by Collecting Facts — William H. Angoff — 387
Rheem Executives Go To School — Henry O. Golightly — 298
Selection Methods for Part-Time Workers — Franz A. Fredenburgh — 426
Selection—The Most Acute Operating Problem — Alfred J. Cardall — 335
S-S-Sh! It's Confidential — J. K. Gerdel — 24
Teaching Personnel Administration by Role Playing — Harold Wolozin — 107
Union-Management Relations—Cooperation or Conflict? — Wade E. Shurtleff — 387
Unions and Job Evaluation — Leonard Cohen — 7
We Conducted Our Own Secretarial Class — Florence Truesdale — 13
What is the Future of Employee Opinion Polls? — M. Starr Northrop — 341
What Makes Industrial Leaders Tick? — Herbert Moore — 302

CONTRIBUTORS

Anderson, Kurt 93
Angoff, William H. 387
Anonymous 414
Becker, Esther R. 218
Cardall, Alfred J. 335
Cohen, Leonard 7, 55
Dahl, Randle 294
Donerly, Charles G. 87
Eisenberg, William J. 87, 251
Fisher, Waldo E. 367
Fredenburgh, Franz A. 426
Gerdel, J. K. 24
Gill, Earle F. 407
Goett, Harry 64
Golightly, Henry O. 298
Harroff, F. F. 327
Kayser, Paul W. 22
Kreidt, Philip H. 247
Lindahl, Laurence G. 417
Lipsett, Lawrence 130
Meyer, Bernard 180
McQuaig, J. H. 377
Meyer, Gladys D. 191
Moore, Herbert 302, 344
Nicol, Eric A. 207
North, Harold F. 287
Northrop, M. Starr 341
Ramsen, Halsey E. 304
Rogers, Robert C. 171
Schaaf, Martha E. 110
Sichelsteil, Gerald T. 420
Shurtleff, Wade 180, 383
Smith, F. C. 127, 258
Smith, Leo F. 130
Stone, C. Harold 247
Timm, Dorothy 176
Truesdale, Florence 13
Wadsworth, Guy W., Jr. 47, 99, 135, 183, 227, 263
Walls, Roy 142
Weinstock, Irving 223
Wilson, Donald C. 420
Wolozin, Harold 107
Yoder, Dale 43

BOOKS REVIEWED

American Arbitration: Keller 321
American Universities and Colleges: American Council on Education 83
Clerical Salary Administration: Life Office Management Association 361
Company-Wide Understanding of Industrial Relations Policies: Industrial Relations Section, Princeton University 363
Constructive Labor Relations: Princeton University 200
Effective Labor Arbitration: Kennedy 202
Guarantee of Annual Wages, The: Kaplan 201
Improved Foremanship: Uris 203
Insights Into Labor Issues: Lester and Shister 361
Job Evaluation: Otis & Leukart 82
Management Procedures in the Determination of Industrial Relations Policies: Princeton University 363
Organization and Management: Barnard 165
Personnel and Industrial Psychology: Ghiselli & Brown 167
Practical Job Evaluation: Jones 281
Principles of Personnel Testing: Lawshe 320
Scope of Modern Personnel Administration, The: Spates 282
Survey of Labor Economics: Florence Peterson 322
Therapeutic and Industrial Uses of Music: Doris Soibelman 362
Training Employees and Manager: Planty 403
Union Challenge to Management: Neil W. Chamberlain 439
Why Men Work: Heron 122

EDITORIALS

Conference or Junket? ..... Wade E. Shurtleff 431
Group Dynamics in Industry ..... Willard Tomlinson 155
How to Achieve Cooperation between the Supervisor and the General Manager ..... Glenn Gardiner 113
Management of Men, The ..... Samuel L. H. Burk 431
New Look in Language, The ..... Alexander M. Lackey 4
Operation Stop-Gap ..... F. C. Smith 269
Organization Planning as a Personnel Responsibility ..... Bryant H. Prentice 114